



# Recreation Division

7371 Hanna Street  
GILROY, CALIFORNIA  
95020

Telephone (408) 846-0460  
[rec@cityofgilroy.org](mailto:rec@cityofgilroy.org)  
<http://www.ci.gilroy.ca.us>

**No.22-RFP-AD-463**

**CHRISTOPHER HIGH SCHOOL AQUATICS CENTER OPERATIONS 850 Day Road, Gilroy**

## RFP Questions and Answers

- 1. Under the section “Proposal Content”, item 4, bullet 1 – the RFP requests that respondents “State your proposed hours of operations”. However, under section “Scope of Services, B. General Requirements”, item 3 states that the schedule for the competition pool will be negotiated by the city on behalf of the contractor. For the purpose of answering item 4 as listed above, can the City provide an estimated schedule of use for the competition pool or provide the 2019 schedule that was used and agreed on with GUSD as a basis to build the estimated schedule?**

Q1 Response: In 2019, when the Aquatics Center was most recently used for recreational purposes, the competition pool (which is managed by the school district) was available on Tuesday through Friday from 10:00am to 7:00pm and on Saturday and Sunday from 11:00am to 5:30pm (includes setup and cleanup time for lane lines and equipment). These times are subject to change in 2022.

- 2. Under the “RFP Schedule and Process” the RFP states “Aquatics programming available to community - May/June 2022”. However, under “Scope of Services, B. General Requirements, item 3” states that “During the Summer the Activity Pool is available...six days per week”. Is the Activity Pool available on Saturdays and Sundays prior to the end of the school year (in May). Likewise, is the Activity Pool available on Saturdays and Sundays after the start of the school year in mid-August?**

Q2 Response: Historically, the Aquatics Center was open for recreation swim Memorial Day through Labor Day and operated weekends-only while school was in session. During the summer when school was out, the pool would operate six days a week, Tuesday-Sunday and swim lessons would run during the weekdays. Mondays were closed for maintenance. Both the activity and competition pools were available to the public. The pools were not open to the public during school hours. Several years ago, the City adjusted the end of the season to be when school resumed in August as many staff members were unable to work weekends-only after this date due to returning to school. However, if an operator is interested in running year-round, this can be discussed with the School District. Keep in mind, the Aquatics Center would be available only during non-school hours such as early morning, evenings, and/or weekends. In addition, the school’s sports teams—such as swimming and water polo—would have priority usage of the competition pool during non-school hours.

**3. Will the City provide financials from previous years of operation or is there a proposed budget for aquatic operations for the 2022-2024 seasons?**

Q3 Response: There is no proposed budget for the aquatics operator. The City will share a sample budget that was based on the 2020 season prior to shelter in place caused by the pandemic. Please see the Attachment A, "Sample Budget for Aquatics Center (2020)."

**4. Is this proposal for free use of the facility contingent upon all required line items and that's it? Is there a profit share being asked or is the city being billed on a monthly or quarterly basis for all staffing required?**

Q4 Response: Correct, this proposal is for free use of the facility contingent upon meeting the requirements listed in the RFP. 100% of the revenue generated will be retained by the operator. However, to ensure that fees are reasonable, we will review the proposed fees—per the RFP—to ensure that residents are able to access aquatic programs at the facility.

## SAMPLE Budget for Aquatics Center (2020)

### Swim Lesson Revenue (four 30-min. classes)

<u>Program</u>	<u># of kids</u>	<u>Fee</u>	<u>Total</u>
2020 Swim Lessons #1	138	\$60	\$8,280
2020 Swim Lessons #2	138	\$60	\$8,280
2020 Swim Lessons #3	138	\$60	\$8,280
2020 Swim Lessons #4	138	\$60	\$8,280
2020 Swim Lessons #5	138	\$60	\$8,280
2020 Swim Lessons #6	138	\$60	\$8,280
2020 Swim Lessons #7	138	\$60	\$8,280
2020 Bitty LG Camp	15	\$105	\$1,575
			<b>\$59,535</b>

### Recreation Swim Revenue

<u>Program</u>	<u># of kids</u>	<u>Fee</u>	<u>Total</u>
Gate Fees	10,000	\$8	\$ 80,000
Snack Shack			\$ 4,500
Summer Pass Ind.	80	\$60	\$ 4,800
Summer Pass Fam.	65	\$200	\$ 13,000
Pool Party Space	25	\$350	\$ 8,750
			<b>\$ 111,050</b>

**TOTAL REVENUE: \$170,585**

### WAGES for Swim Lessons

<u>Position</u>	<u># of staff</u>	<u># of seasonal hours</u>	<u>Wage</u>	<u>Total</u>
Asst. Manager	1	315	\$18.50	\$5,827.50
Head LG	1	166	\$16.76	\$2,782.16
Lifeguard II	4	166	\$15.76	\$10,464.64
Lifeguard I	9	166	\$13.77	\$20,572.38
				<b>\$39,646.68</b>

Pool open from 8:00am-6:45pm Tues-Friday and 11am-5:30pm Sat & Sun

NOTE: part-time hourly rates do not include any benefits

### WAGES for Recreation Swim

<u>Position</u>	<u># of staff</u>	<u># of seasonal hours</u>	<u>Wage</u>	<u>Total</u>
Manager	1	403	\$21.29	\$ 8,579.87
Asst. Manager	2.25	403	\$18.50	\$ 16,774.88
Cashier	1	400	\$13.50	\$ 5,400.00
Head LG	2	307	\$16.76	\$ 10,290.64
Lifeguard II	4	307	\$15.76	\$ 19,353.28
Lifeguard I	8	307	\$13.77	\$ 33,819.12
				<b>\$ 94,217.79</b>

**TOTAL EXPENSES: \$133,864.47**

# SAMPLE Swim Lesson Schedule

Session Dates (Tuesday – Friday):

- Session 1: June 16-19, 2020
- Session 2: June 23-26, 2020
- Session 3: July 30-July 3, 2020
- Session 4: July 7-10, 2020
- Session 5: July 14-17, 2020
- Session 6: July 28-31, 2020
- Session 7: August 4-7, 2020

CLASSES	11-11:30am	11:35am-12:05pm	12:10-12:40pm	12:55-1:25pm	1:30-2:00pm	4:05-4:35pm	4:40-5:10pm	5:25-5:55pm	6:00-6:30pm
Parent & Me Level 1			●						●
Parent & Me Level 2		●						●	
Tiny Tots Beginners	●	●	●			●	●	●	
Tiny Tots Intermediate	●	●	●						
Level 1 Beginners	●	●	●	●	●	●	●	●	●
Level 2 Advanced Beginners	●			●	●	●	●	●	
Level 3 Intermediate				●	●		●		●
Level 4 Advanced				●	●				●